# Replacing or Removing a Document that was Uploaded Into ALEAT

1. Open the Filing Cabinet from your dashboard.



2. Click on the name of the document that you want to replace or remove from the **TITLE** column on the **left** side of your screen.



3. Select "**Replace**" (top right side of screen) to replace a document with a more recent version and upload the new version; or,



4. Select "**Remove Doc**" (bottom right side of screen) listed under "Associations" to remove the document.